



**State of Louisiana**  
DIVISION OF ADMINISTRATION

Control No \_\_\_\_\_

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

August 16, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-04

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Yearly Review Report for UPR/F1 Task Assignments

Attached is the **Current UPR/F1 Task Authorizations Yearly Review Report**, UPRF1-F. Please review it carefully and return to OSUP if there are any changes to the title, phone number, or task assignments or to delete an employee. A new **Agency Authorization Signature Document** (UPR/F1 form) must be completed for any employee that needs to be added to the current list.

Also, if there has been a change in agency authority (e.g., administration change, retirement, leave of absence), a letter from the new authority addressed to Mr. Ronald S. Mitchell; Director of the Office of State Uniform Payroll, requesting a continuance of the current task assignments for employees listed on the UPRF1-F report will be sufficient. In addition, if the previous authority performed tasks that the new authority will be performing, a UPR/F1 form must be completed to delete the previous authority and to add the new authority. Please refer to the OSUP Standard Accounting Procedures Manual, Section 1.04, for detailed instructions for UPR/F1 form completion.

If you have any questions, please contact Paula Rotolo at (225) 342-5357.

RSM:PAR:mmh

Attachment